

King, Valerie A.

From: King, Valerie A.
Sent: Wednesday, August 15, 2001 4:56 PM
To: Mawyer, Denise T.
Subject: FW: August Project/Activity Review(s)

Denise,
Here are the pieces I would appreciate your help with ----

Videoconference arrangements - the rooms are reserved, but the lines are not. On the 27th, I know we'll need Neuchatel, Tokyo, INBIFO and Richmond (JRC 43-1A). On the 30th we'll need Tokyo, INBIFO, and Richmond (OBT). I may need to add others depending on responses. We should probably build in 15 minutes extra time each day if we can: 8 am - 1 pm on the 27th; 8:30 - 12:15 pm on the 30th.

Also, can you find out whether the v/c equipment over at JRC has a document viewer (to project presentations through the v/c equipment to remote locations)?

Lastly, could I ask you to arrange for coffee/water/juice/muffins/bagels for 15 people for each day?

Many thanks - let me know if any questions

-Valerie

-----Original Message-----

From: King, Valerie A.
Sent: Wednesday, August 15, 2001 1:25 PM
To: Badstuber, Andre; Jerome, Ann M.; Tricker, Anthony; Nelson, Bettie L.; Himikel, Daniel J.; Kolier, Debbie; Smith, Donna C.; Gullotta, Frank P.; Fox, Kathleen H.; Schorp, Matthias; Andriot, Michelle D.; Zhang, Mingda; Ritter, Mitchell; Gaines, Ola M.; Lau, Raymond W.; Orłowski, Robert; Dempsey, Ruth; Banty, Tamara H.; Mulligan, Valerie J.; McKinney, Willie J.; Terpstra, Piter; Gaworski, Charles L.; Carmines, Edward L.; Nixon, Gerry M.; Werley, Michael S.; Merriman, Lisa M.; Lemus, Ranulfo; Major, Tamas
Cc: Roethig, Hans; Elves, Robert G.; Kinser, Robin D.; Takada, Kohji; Oey, Jan; Patskan, George J.; Davies, Bruce D.; Sanders, Edward; Walk, Roger A.; Podraza, Ken F.; Carhman, Loreen; Reininghaus, Wolf; Roemer, Ewald; Haussmann, Hans-Juergen; Rapkewitz, Barbara
Subject: August Project/Activity Review(s)

Dear all:

You are cordially invited to attend the next WSA project/activity review. This review will cover those projects that fall under the 'Harm Reduction' portion of our plan. It will also cover a brief review of the Human Studies, Asia/Japan/Australia, and Product Assessment activities.

To better accommodate our international colleagues, the review will take place over two half-days:


Part 1: August 27: 8 am - 12:45 pm (Richmond participants - We will use the James River Center 43-1A videoconferencing room).

Part 2: August 30: 8:30 am - 12:00 pm (Richmond participants - We will use the O/C OBT videoconferencing room).

An agenda is attached for your reference.

If you plan to participate, and are not one of the presenters, please let me know by **August 24** so that we can ensure that the appropriate logistics are secured.

Thanks,
Valerie


August HR Review
Agenda.doc